

Transition from **You** doing the work
to **You** supervising the work
getting done by others...



A **FREE** 5-day workshop that will sharpen your leadership and communication skills

*AGENCY MUST PAY TRAVEL COSTS

Essential Skills for New Supervisors

Developing a different perspective on your role

And

A different mindset about your organization.

Instructors: Matt Dumont and Lisa Hunter

✓ **MARK YOUR CALENDAR!**

✠ May 16-20, 2011

8:00am-5:00pm

DOC Training Center

442 Golf Course Rd

Deer Lodge, MT

REGISTRATION DEADLINE:

APRIL 29, 2011

What You Will Accomplish After This Training:

- ✠ The roles and responsibilities of a new supervisor
- ✠ How to communicate effectively as a supervisor
- ✠ How to effectively use problem-solving approaches as a supervisor
- ✠ How to identify workplace conflict and strategies to managing them
- ✠ How to work together as a team to accomplish organizational and personal goals
- ✠ Complete a supervisory development plan

*** This course is for new supervisors and requires a supervisory core competency index profile self assessment survey be completed prior to attending the course. ***

For registration and additional course information:

Geri Miller at (406) 846-1320 x 2307 gerimiller@mt.gov

Montana DOC staff must complete a training request form and receive approval from their supervisor(s) prior to attending this course.



WEST Region of the National Institute of Corrections

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